**Terms of Reference**

**International Consultant on Technical Support to the Ministry of Foreign Affairs and European Integration of the Republic of Moldova to conduct a Gender Equality Audit**

Location: Chisinau, Moldova

Application deadline: 31 January 2022 (12:00 EEST)

Type of contract: Consultant – Special Service Agreement (SSA)

Post level: International consultant

Application type: External

Languages required: Fluent in English (Romanian will be an asset)

Starting date: 21 February 2022

Duration of assignment: 30 days (within 6 months’ period)

**I. Background**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The work of UN Women in the Republic of Moldova is guided by its [Country Strategic Note for 2018-2022](http://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary), aligned with [the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](http://md.one.un.org/content/dam/unct/moldova/docs/pub/strateg/UNDAF%20Moldova%20EN.pdf), [the Global Strategic Plan of UN Women for 2018-2021](http://www.unwomen.org/en/executive-board/documents/strategic-plan-2018-2021), the National Strategy on Gender Equality for 2017-2021 (NSGE), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development.](http://www.unwomen.org/en/what-we-do/post-2015)

The [UN Women Strategy for Moldova 2018-2022](http://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary) focuses on three main areas where gender equality gaps are still preemail: 1) strengthening women’s participation in politics and decision making, 2) advancing the economic empowerment of women and 3) preventing and combating violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives, contributing to the implementation

The Republic of Moldova, since the ratification in 1994 of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and following the Fourth World Conference on Women in Beijing, took concrete measures in building the national institutional mechanism on gender equality, with the aim to reduce the persistent gender inequalities in all  political, economic, social, health and  cultural  public sphere, as well as in private sphere in aspects of care and domestic work.

In this regard, in early 2017 the Government approved [National Strategy on Gender Equality (NSGE) for 2017-2021](http://lex.justice.md/viewdoc.php?action=view&view=doc&id=370442&lang=1) and its associated Action Plan. It focuses on ten areas of interventions such as: women’s participation in decision-making, labor market and gender pay gap, social protection and family policies, health, education, climate change, institutional mechanism, stereotypes in the society and non-violent communication, gender equality in the security and defence sector and gender responsive budgeting. In line with the key objective of the abovementioned Strategy, the Government committed, inter alia, to mainstream gender equality in all policies, programmes and budgets and to promote women in decision-making.

Guided by the desire to achieve this commitments, Ministry of Foreign Affaires and European Integration of the Republic of Moldova (MFAEI) intends to undertake a Gender Equality Audit to assess the extent to which equality is effectively institutionalised in the organisational culture, policies, programmes, structures, processes, practices (including decision-making processes) and in the corresponding budgets of the ministry.

The gender equality audit aims to:

* + Generate understanding of the extent to which gender mainstreaming has been internalized and acted upon by the MFAEI’s staff;
	+ Assess the extent of gender mainstreaming in terms of the development and delivery of gender-sensitive approaches in functioning across systems and approaches;
	+ Identify and share information on mechanisms, practices and attitudes that have made a positive contribution to mainstreaming gender in the MFAEI;
	+ Assess the level of resources allocated and spent on gender mainstreaming and gender-targeted activities;
	+ Examine the extent to which human resources policies are gender-sensitive;
	+ Examine the staff sex balance at different levels of an organization;
	+ Set up the initial baseline of performance on gender mainstreaming in the Ministry with a view to introducing an ongoing process of benchmarking to measure progress in promoting gender equality;
	+ Measure progress in implementing action plans on gender mainstreaming and recommend revisions as needed; and
	+ Identify room for improvement and suggest possible strategies to better implement the action plan.

The gender equality audit will enhance the collective capacity of the MFAEI to examine its activities from a gender perspective and identify areas requiring changes for the Ministry to effectively advance gender equality. The gender equality audit will explore how to better harmonize the internal practices and related support systems for gender mainstreaming; will identify critical gaps and challenges; recommend ways of addressing them and suggest possible improvements and innovations; and will document good practices towards the achievement of gender equality. It will monitor and assess the relative progress made in gender mainstreaming and help to build organizational ownership for gender equality initiatives and sharpen organizational learning on gender.

The main outcomes of the gender equality audit will be a report that includes (i) the key findings regarding the ministry; (ii) its good practices in mainstreaming gender issues; (iii) Desk review of global good practices in conducting Gender Equality Audit and its follow up, especially in EU countries; (iv) set of recommendations for performance improvement; and, (v) Plan of Action for implementation of the recommendations including but not limited to integrating gender in objectives, processes, partnerships, human resources, organizational culture. In summary, a gender equality audit will identify the strengths and areas for improvement in the policies, processes, structures, institutional and individual capacities, and provide with the roadmap/work plan for the Ministry of Foreign Affairs and European Integration for implementation of the recommendations to address the areas for improvement through a process of team building, information sharing and reflection.

As a part of the above, UN Women seeks to hire an International Consultant to provide technical and substantive support to the MFAEI to conduct the Gender Equality Audit. The international consultant is expected to work in collaboration with a national consultant recruited by UN Women.

II. Scope of Work/Duties and Responsibilities

Under the overall guidance of the Representative of UN Women in Moldova and the direct supervision of the Programme Specialist, the International Consultant will be responsible for the following tasks:

* Conduct a desk review of international best practices, tools and methodologies on a gender equality audit, focusing on that in the ministries of foreign affairs and a draft methodology, toolkit and a schedule of the gender equality audit tailored to the MFAEI (5 days).
* Undertake at least a 2-day mission to the Republic of Moldova to hold consultations with the MFAEI to present and discuss the best international practices and a draft methodology, toolkit and schedule of the gender equality audit to be used for MFAEI. Depending on the epidemiological situation in the country, online consultations should be considered (2 days).
* Support the second field mission preparation to the Republic of Moldova to: a) Organize a training for the national consultant and the key staff of the MFAEI on the methodology and toolkit of the gender equality audit; b) Organize a workshop for the staff of the MFAEI as a part of the gender equality audit (2 days).
* Undertake a 4-day mission to the Republic of Moldova to co-facilitate the focus group discussions and workshops (4 days).
* Finalise the survey toolkit, and after conducting the survey to analyse the data and submit a report on the findings (5 days).
* Submit a final version of the report with key findings regarding the MFAEI, its good practices and gaps in mainstreaming gender issues and a set of recommendations for performance improvement with the roadmap/work plan for implementation of the recommendations to address the gaps and concrete actions for follow-up by the MFAEI based on the consultations with the MFAEI (12 days).

**III. Expected Deliverables:**

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Deliverables** | **Number of days** | **Deadline of deliverable** |
| 1. | Submit the report on the desk review of international best practices, tools and methodologies on a gender equality audit, focusing on that in the ministries of foreign affairs and a draft methodology, toolkit and a schedule of the gender equality audit tailored to the Ministry of Foreign Affairs and European Integration of Moldova | 5 | 4 March 2022 |
| 2. | Undertake at least a 2-day mission to Moldova to hold consultations with the MFAEI to present and discuss the best international practices and a draft methodology, toolkit and schedule of gender equality audit to be used for the MFAEI | 2 | 31 March 2022 |
| 3. | Support the second field mission preparation to the country to: a) Organize a training for the national consultant and the key staff of the MFAEI on the methodology and toolkit of the gender equality audit; b) Organize a workshop for the staff of the MFAEI as a part of the gender equality audit | 2 | 29 April 2022 |
| 4. | Undertake a 4-day mission to Moldova to facilitate the focus group discussions and workshops | 4 | 3 June 2022 |
| 5.  | Finalise the survey toolkit, and after conducting the survey to analyse the data and submit a report on the findings | 5 | 30 June 2022 |
| 6. | Submit a final version of the report with key findings regarding the MFAEI, its good practices and gaps in mainstreaming gender issues and a set of recommendations for performance improvement with the roadmap/work plan for implementation of the recommendations to address the gaps and concrete actions for follow-up by the MFAEI based on the consultations with the MFAEI during the third mission to Moldova  | 12 | 19 August 2022 |
|  | **TOTAL** | **30** |  |

**TOTAL – 30 days**

* The reports and all supporting documents should be submitted in English language.
* The Consultant is expected to work remotely using her/his own computer but may access the UN Women office for printing of relevant documents or should he/she be required to work on-site at any point during the assignment.

**IV. Management Arrangements**

The international consultant will be working under the supervision of the UN Women Programme Specialist, and in close collaboration with the MFAEI representatives (Task Force on gender audit).

The Consultant will work remotely and is expected to have regular online coordination meetings with UN Women and Task Force on gender audit. The selected International Consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

**V. Travel and other logistic arrangements**

It is envisaged that the international consultant will undertake three missions to the Republic of Moldova, as indicate above in the “Expected deliverable”. However, depending on the epidemiological situation in the country related to COVID, online work arrangements for the mission should be considered.

All envisaged travel costs related to missions in the country will be covered by UN Women Moldova CO.

**VI. Performance evaluation:**

Consultant’s performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be carried out and cleared by the UN Women Moldova CO Programme Specialist, which will also be the basis for payment on a delivery-by-delivery basis to the consultant.

**VII. Financial arrangements:**

Payment will be disbursed in **three instalments**; the first installment will be disbursed upon receipt and approval of **deliverables 1, 2 and 3,** the second installment will be disbursed upon receipt and approval of **deliverables 4-5, the third installment will be disbursed upon receipt and approval of deliverable 6** and their certification by the UN Women Programme Specialist that the services have been satisfactorily performed.

**VIII. Competencies**

**Core Values**

* Respect for Diversity
* Integrity
* Professionalism

**Core Competencies**

* Awareness and Sensitivity Regarding Gender Issues
* Accountability
* Creative Problem Solving
* Effective Communication
* Inclusive Collaboration
* Stakeholder Engagement
* Leading by Example

Please visit this link for more information on UN Women’s Core Values and Competencies: [https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-values-and-competencies-framework-en.pdf](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unwomen.org%2Fsites%2Fdefault%2Ffiles%2FHeadquarters%2FAttachments%2FSections%2FAbout%2520Us%2FEmployment%2FUN-Women-values-and-competencies-framework-en.pdf&data=04%7C01%7Cdaria.barnos%40unwomen.org%7Cc60e621859e745f536e508d9d9d8d678%7C2bcd07449e18487d85c3c9a325220be8%7C0%7C0%7C637780347618391104%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=PHf3%2FRytxfJ6G8oB%2ByFMAmW4VO3yhaXhK0YkrsKWJDk%3D&reserved=0)

***Qualifications Education:***

* Advanced University Degree (Master’s degree or equivalent) in Gender Studies, Development Studies, International Law, International Relations, Public Policy and Administration, and other related fields.

***Experience:***

* At least 5 years of professional experience in the field of gender and M&E, gender and organizational development, international relations, gender equality audits, gender studies, and other related fields;
* Sound knowledge and understanding of international best practices, tools and methodologies on gender equality audit;
* Proven track record of developing methodologies and tools for a gender equality audit and leading trainings and workshops with national governmental institutions;
* Proven experience with conducting a gender equality audit and preparing reports for national governmental institutions;
* Advanced understanding of gender equality and women’s human rights;

***Languages and other skills:***

* Fluent in English; knowledge of Romanian and/or Russian is an asset.
* Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.

***Application Procedure***

Interested candidates are invited to submit their applications by **31 January 2022** with the following documents.

* Duly filled **Personal History** Form (P-11 form) - including past experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment>, a signed copy should be submitted;
* **Letter of Intent** containing the statement on candidate’s experience in the field of recruitment
* **Financial proposal** (in USD) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

***In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women.  The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.***

***Evaluation of Applicants*:**

For evaluation of short-listed candidates, a cumulative analysis scheme will be applied with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:



|  |  |
| --- | --- |
| where: *T*  | is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of maximum 350 points obtainable under technical evaluation);  |
| *C*  | is the price of the evaluated proposal;  |
| *Clow*  | is the lowest of all evaluated proposal prices among responsive proposals; and  |
| *X*  | is the maximum financial points obtainable (150 points)  |

Technical evaluation will be represented through desk review of applications. Further interview will be organized if needed, depending on the short-listed candidates’ qualifications.

**Technical Evaluation** **Criteria:** The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

| # | **Criteria for technical evaluation** | Scoring | Max. points |
| --- | --- | --- | --- |
| 1 | Advanced University Degree (Master’s degree or equivalent) Advanced University Degree (Master’s degree or equivalent) in Gender Studies, Development Studies, International Law, International Relations, Public Policy and Administration, and other related fields.  | Master’s degree - 20 ptsPhD degree – 30 pts | 30 |
| 2.  | At least 5 years of professional experience in the field of gender and M&E, gender and organizational development, gender equality audits, gender studies, and other related fields  | At least 5 years – 50 pts*Each year over 5 years – 10 pts, up to a max of 80 pts)*; | 70 |
| 3. | Sound knowledge and understanding of international best practices, tools and methodologies on gender equality audit | Up to 50 | 50 |
| 4.  | Proven track record of developing methodologies and tools for a gender equality audit and leading trainings and workshops with national governmental institutions  | Up to 50 | 50 |
| 5.  | Proven experience with conducting a gender equality audit and preparing reports for national governmental institutions Proven experience in conducting gender audit within the Ministry of Foreign Affaires is an asset | Up to 50Up to 20 | 70 |
| 6. | Interview  | Up to 50 | 80 |
|  | Total  |  | 350 |

1. **Financial evaluation:**

*In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 245 points), will be compared.*

**WINNING CANDIDATE**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

Applications without financial proposal may be treated as incomplete and may not be considered for further assessment.

Annex I: Price Proposal Guideline and Template

The prospective International Consultant should take the following explanations into account during submission of his/her price proposal.

# **Daily fee**

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

# **Travel costs**

UN Women will not cover transportation cost within Chisinau.

# **Daily Subsistence Allowance**

Not applicable.

# **Currency of the price proposal**

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency USD conversion to USD at the date of applications’ submission deadline.

### Annex II: Price Proposal Submission Form

**To:** United Nations Entity for Gender Equality and the Empowerment of Women

**Ref: International Consultant on Technical support to the Ministry of Foreign Affairs and European Integration in the Republic of Moldova to conduct a Gender Equality Audit.**

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

* 1. **Cost Breakdown per Deliverables**

|  |  |
| --- | --- |
| **Deliverables** | **USD** |
| **Daily fee all inclusive** |  |
| **Total price** |  |

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: